

CALS Curriculum Committee Proposal Preparation Guidelines

Erik Ervin, Assistant Dean and Ben Tracy, Curriculum Committee Chair, 2016-2017.

1. All courses submitted to the college must receive departmental support. Your department's governance may require a vote by the full faculty or by the departmental curriculum committee. Each proposal must have a signature from the chair of the departmental committee indicating that this course has the full support of the faculty. Please make sure that each faculty member in your department understands the department's governance structure in terms of course approval.

2. Resource letters for each new (or revised) course, checksheet, or degree are required. Letters of support from the department head for courses that are a pre-requisite are required.

3. The University provides formatting guidelines for undergraduate courses (<http://www.registrar.vt.edu/governance/course-approval/process/index.html>) and Graduate level courses (http://graduateschool.vt.edu/forms/graduate_school/GCC%20Course%20%26%20Certificate%20Proposal%20Guidelines%202013-14.pdf)

Due to the number of proposals for consideration, the CALS-CC will return those proposals that require substantial re-formatting to the proposer before review by the committee. Please share the links above with your faculty and work with **Anna Taylor of CALS-AP** to prevent this unnecessary delay.

4. The preamble for learning objective entries should read: "Having successfully completed this course, the student will be able to:" Do not use any other language. Please check that the **verbs** used in formulating the learning objectives **are measureable and reflect the higher order thinking skills** from Bloom's taxonomy that are appropriate to the level of course.

5. In the second paragraph of the justification section, please justify the level of the course. This explanation should describe the rationale for the course in the curriculum structure or program of study.

6. A textbook is not required, but a justification and examples of additional course materials are required. **Please follow the appropriate formatting for references** (per #3 above).

7. The major topics/units within the syllabus should adequately reflect the course description and learning objectives. That is to say: Learning objectives should mirror/match broad syllabus topics.

8. In order to submit a proposal, the file must be a single Word document **in this order**: cover sheet, resource letter (Dept Head), recommendation letter(s) if needed (from affected departments), proposal, and prior version(s). After you type the cover sheet, insert the other pages to make it a single Word document. The file must be named in this format: *designator-number-ADP-title*, use dashes instead of spaces. Example: CSES-4444-Managed-Ecosystems-Serv-&-Sust. Do not add anything after the ADP title. Send this file to Anna Taylor, secretary, Ben Tracy, chair, and Erik Ervin, assistant dean.

Thank you for your time and willingness to engage in the University governance system.